

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

May 14 - [City Council Meeting Agendas](#)

## Looking Ahead

Tuesday, April 30: Last day to purchase 2019 Dog Tags

Wednesday, May 1: Filing deadline for Business Personal Property

Thursday, May 2: Board of Architectural Review meeting

Friday, May 3: Transit Canceled, Courts Closed, City admin. offices close at noon

## Stay Informed!

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- **WATCH!** [publiCITY](#) news show 4/24: OTW Improvements
- **LISTEN!** [Rouss Review](#) podcast 4/25: Summer Park Programs



The annual Arbor Day celebration is scheduled for Saturday, April 27 at Frederick Douglass Park. Staff, regional partners, and residents planted trees and participated in the Spring Greening stream cleanup of Town Run near the Green Circle Trail.

## City Manager's Takeaways

Presented the FY2020 City Manager's Proposed Budget to Council during the April 23 Council Work Session. The first reading will be held during the May 14 Regular Meeting.

Along with Mayor, attended inauguration of Lord Fairfax Community College's new President, Dr. Kimberly P. Blosser.



# Public Safety

## Winchester Police

- Conducted applicant interviews for the vacant Records Clerk position and for Police Officer.
- Reviewed and revised the Field Training Officer manual.
- Worked with Communications to produce two Apple Blossom safety and road closure videos.
- Conducted new K-9 selection.
- Attended Achievement Center meeting, Apple Blossom meeting, Community Response Team special enforcement meeting, safety bollard meeting, Text to 911 update meeting.
- Conducted NIMS training with WPS principals.
- Attended SWAT and CDU trainings.
- Conducted Drug Court and massage parlor permit checks.
- Individual Crimes:
  - Assault & Battery: 16
  - Breaking & Entering: 2
  - Hit & Run: 5
  - Vandalism: 11
  - Thefts: 13

Police Activity	#
Calls for Service	737
Crash Reports	-
DUI/DWI	-
Alarms	35
Directed Patrols	32
Directed Patrols (OTW)	0
Extra Patrols	133
Extra Patrols (OTW)	3
Traffic Citations	44
Traffic Warnings	-
BWC updates	24
Special Events Permits Received/ Approved	1/4 40 rec'd YTD

## Winchester Fire and Rescue

- Completed Mayday certification for recruit class.
- Virginia Department of Health Trailer taken for inspection, and will be utilized with the BaseX tents for Apple Blossom carnival. Set-up this week for the start of the carnival.
- Attended City safety bollard training.
- New Battalion vehicle was picked up and prepped for placement in-service on Saturday.
- Completed final flash-over recognition training in Loudoun. The entire department has now been trained in flashover recognition.
- Make-up Work Performance Evaluations were completed. All department members completed and passed.
- Recognized the administrative professionals in the office on Administrative Professionals Day.
- Attended Apple Safety and Security meeting and continued internal Apple Blossom coverage planning.

Fire Activity	#
Fire	6
Overpressure	-
EMS/Rescue	70
Hazardous Cond.	4
Service Call	10
Good Intent	9
False Alarms	8
Special Incident	2

## Emergency Management

- Completed the Local Capability Assessment for Readiness (LCAR) annual report for VDEM.
- Continued Apple Blossom Festival preparations and attended the final Apple Blossom planning and safety meeting with Festival and City officials.
- Met with Comcast to locate a drop connection for data service at the Emergency Medical Aid Station.
- Installed the Comcast data modem update in the command bus.
- Finished testing and verifying functionality of the City radio cache and picked up the VA State radio cache for public safety use during the Shenandoah Apple Blossom Festival.
- Met with I&IS Department to discuss FirstNet uplift testing parameters.
- Attended walking mall bollard project briefing and functionality training by Public Services.
- Attended the re-scheduled VDEM State Homeland Security Program grant workshop in Warrenton, VA.
- Overseeing radio installs for Utilities Department staff.

## Development Services

### Economic Redevelopment

- Attended Employer Expo planning meeting; event will be held May 23, 2019 at Jim Barnett Park.
- Held Small Business Development workshop at Firefly Café on "Pitching Your Business."
- Worked on location contract with Shenandoah University for World of Work! event held September 27, 2019.
- Worked with development partners associated with the Towers and Kent/Piccadilly redevelopment projects.
- Worked on FY20 Economic Development Authority budget preparation.
- Visited with downtown merchants to discuss issues and planned enhancements to services.

### Winchester/Frederick County Tourism

- Appeared on two WDMV interviews this week concerning FY20 budget and the Frederick County bed tax increase [\[link\]](#), and recent article on the Winchester area being a top growth City in Virginia [\[link\]](#).
- Acted as the step-on guide for the final FBI familiarization tour that was offered to potential relocation candidates at the new facility nearing construction on Rt. 50.
- Staff attended the Winchester Wings & Wheels planning meeting. The [Facebook](#) and [website](#) are completed and being regularly updated, and Tourism staff finished and shared the design of the logo and poster.
- Attended the monthly Shenandoah Spirits Trail monthly meeting. Discussed the design and changes for the next version of the Pocket Map and Guide to be printed in June, as well as upcoming grant applications and FY20 budget.
- Hosted VIP travel writer [Kelly Magyarics](#) at various sites in support of an upcoming feature on weekend getaways and great cocktails. The Apple Blossom Festival organization also partnered to provide her passes to the Bloomin' Wine Fest while she is in town. This opportunity was entirely made possible by the PR firm being utilized through the Shenandoah Valley Tourism Partnership.

- Took part in a [Shenandoah Spirits Trail](#) conference call which unveiled the new social media campaign creative and strategy from [Converge Local](#).
- Took part in a [Shenandoah Valley Tourism Partnership](#) conference call to discuss topics and strategy for the new series of blogs being developed to showcase targeted experiences available in the Valley.
- Held monthly Tourism Tuesday show on The River 95.3 – this month’s guests were Nick Sabo from the airport and Chris Daniels from 0-60 Energy Café to discuss the upcoming Winchester Wings and Wheels event on Saturday, June 1. Link to the podcast of the show: <https://theriver953.com/podcast/winchester-wings-wheels-event/>.

## Planning

- Attended the April 23 City Council regular meeting where a public hearing was held on the Summit Avenue right-of-way vacation and where Viewers were appointed.
- Staffed the April 23 City Council work session where a Conditional Use Permit for ground-floor conversion of former commercial space to residential use at 117 S. Loudoun Street was presented.
- Recorded a History 101 podcast session focused on the year 1924 which was when the first class graduated from the new John Handley High School and when the first Shenandoah Apple Blossom Festival was held.
- Continued working on addressing issues associated with indexing archival building permit applications.
- Prepared comparative analysis of state (Weldon-Cooper Center) population estimates to federal (US Census Bureau) estimates for July 2018 for Winchester City and Winchester Metropolitan Statistical Area in response to recent articles ranking Winchester as fastest growing city in Virginia since 2010 decennial census.
- Worked with Archives staff and Tourism staff to secure hi-res images for historical interpretive marker about Spottswood Poles.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Zoning and Inspections

- Completed:
  - 54 building permit inspections and issued 165 building/trades permits (\$6,202,397 valuation)
    - Notable permits:
      - 1840 Amherst St. – tenant fitout cardiology (\$3,192,347 valuation)
      - 1840 Amherst St. – Angio 3 upgrade (\$425,000 valuation)
      - 1840 Amherst St. – tenant fitout cardiac rehab (\$714,625 valuation)
      - 1840 Amherst St. – tenant fitout vascular cardio. (\$1,588,492 valuation)
  - 125 code enforcement inspections and initiated 90 new cases
  - 11 new business reviews (7 Certificates of Business, 4 Certificates of Home Business)
- Removed 4 signs from the public right-of-way (YTD=90).
- Conducted amusement device inspections for Apple Blossom Festival carnival.
- Attended final Apple Blossom Festival organizational and safety meeting.

Permit #	Type	Address	Description	Value
18 00000841	PLBG	386 388 CHARLES ST	REPLACE FIXTURES	\$2,500
18 00000841	MECH	386 388 CHARLES ST	REPLACE HEAT PUMP & A/C	\$5,000
18 00000841	RREM	386 388 CHARLES ST	REMODEL	\$25,000
18 00000840	MECH	378 380 CHARLES ST	REPLACE HEAT PUMP & A/C	\$0
18 00000840	RREM	378 380 CHARLES ST	REMODEL	\$25,000
19 00000624	SIGN	118 S CAMERON ST	BLDG. MOUNTED SIGN	\$1,000
18 00000840	PLBG	378 380 CHARLES ST	REPLACE FIXTURES	\$0
19 00001162	NR	2226 2234 TAFT CIR	REROOF	\$5,100
19 00001167	NR	2226 2228 WILSON BLVD	REROOF	\$5,100
19 00001169	NR	1056 WOODSTOCK LN	REROOF	\$5,100
18 00001667	TEMP	152 LINDEN DR	CONSTRUCTION TRAILER	\$0
19 00001168	NR	114 116 TAFT AVE	REROOF	\$5,100
19 00000873	SIGN	2190 S PLEASANT VALLEY RD	1 BLDG. MOUNTED SIGN	\$1,400
19 00001207	PLBG	19 S EUCLID AVE	REPLACING WATER MAIN	\$4,000
19 00001164	NR	108 110 TAFT AVE	REROOF	\$5,100
19 00001208	PLBG	428 W LEICESTER ST	REPLACEMENT FIXTURES	\$3,500
19 00001212	PLBG	505 N LOUDOUN ST	REPLACE W. HEATER/ EXPANSION	\$900
19 00001211	PLBG	372 FOX DR	EXPANSION TANK	\$175
19 00001210	PLBG	1443 GREYSTONE TERR	EXPANSION TANK	\$175
19 00001166	NR	2243 2249 ROOSEVELT BLVD	REROOF	\$5,100
19 00001165	NR	2227 2233 ROOSEVELT BLVD	REROOF	\$5,100
18 00000432	PLBG	120 E CORK ST	REPLACEMENT FIXTURES	\$0
19 00001190	PLBG	417 BRIARMONT DR	NEW FIXTURES	\$0
18 00000433	MECH	122 E CORK ST BLDG	NEW UNITS	\$4,200
19 00001178	POOL	719 BERRYVILLE AVE	ABOVE GROUND POOL	\$0
18 00000432	MECH	120 E CORK ST	NEW UNITS	\$4,200
19 00001190	RREM	417 BRIARMONT DR	BATHROOM BUILDOUT IN MB & ATT	\$3,000
19 00001104	BLDG	901 AMHERST ST	FOUNDATION FOR FUTURE SIGN	\$2,150
18 00000433	PLBG	122 E CORK ST BLDG	NEW FIXTURES	\$5,000

Permit #	Type	Address	Description	Value
19 00001048	SIGN	2350 S PLEASANT VALLEY RD	BLDG MOUNTED SIGN	\$1,350
18 00000431	MECH	118 1/2 E CORK ST BLDG	NEW UNITS	\$4,200
19 00001233	MECH	364 PARKWAY ST	REPLACEMENT HEAT PUMP	\$8,000
19 00001234	NGAS	457 IMPERIAL ST	REPLACEMENT FURNACE	\$100
19 00001234	MECH	457 IMPERIAL ST	REPLACEMENT AIR COND/ FURNACES	\$7,100
19 00001180	DEMO	1 W GERRARD ST	INTERIOR DEMO	\$2,500
19 00001227	NGAS	551 799 FAIRMONT AVE	REPLACE BOILER	\$1,400
19 00001221	PLBG	1301 COMMERCE ST	EXPANSION TANK	\$200
18 00000435	PLBG	135 S KENT ST APT 101	NEW FIXTURES	\$4,500
19 00001274	PLBG	1443 KENT CIR	EXPANSION TANK	\$200
19 00001298	PLBG	119 MONTAGUE AVE	EXPANSION TANK	\$200
19 00000973	DECK	216 MYRTLE AVE	ADDING 16X16 DECK/5X30 RAMP	\$3,500
19 00001273	PLBG	1439 KENT CIR	EXPANSION TANK	\$200
19 00001197	TTS	20 N LOUDOUN ST	STAGE FOR WINE FESTIVAL	\$0
19 00001317	PLBG	1960 TAYLOR DR	EXPANSION TANK	\$2,400
19 00001183	AMUS	1001 E CORK ST	INFLATABLES FOR 5/5/19	\$867
19 00001223	PLBG	27 29 N LOUDOUN ST	NEW & REPLACEMENT FIXTURES	\$2,000
19 00001238	PLBG	109 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001248	PLBG	513 W CORK ST	EXPANSION TANK	\$200
19 00001182	AMUS	1001 E CORK ST	INFLATABLE FOR 4/27/19	\$217
19 00001241	PLBG	334 W BOSCAWEN ST	EXPANSION TANK	\$800
19 00001286	PLBG	1011 S CAMERON ST	EXPANSION TANK	\$200
19 00001289	PLBG	3 E HART ST	EXPANSION TANK	\$200
19 00001293	PLBG	1016 S KENT ST	EXPANSION TANK	\$200
19 00001284	PLBG	202 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001247	PLBG	509 W CORK ST	EXPANSION TANK	\$200
19 00001270	PLBG	27 E JAMES ST FLR 2	EXPANSION TANK	\$200
19 00001266	PLBG	110 HOLIDAY DR	EXPANSION TANK	\$200
19 00001245	PLBG	1600 S BRADDOCK ST	EXPANSION TANK	\$200



Permit #	Type	Address	Description	Value
19 00001108	ELEC	1001 E CORK ST	TEMP POWER	\$0
19 00001250	PLBG	122 E GERRARD ST	EXPANSION TANK	\$200
19 00001302	PLBG	2881 PACKER ST	EXPANSION TANK	\$200
19 00001281	PLBG	1620 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001311	PLBG	30 W SOUTHWERK ST	EXPANSION TANK	\$200
19 00001283	PLBG	301 MILLER ST	EXPANSION TANK	\$200
19 00001275	PLBG	11 E LEICESTER ST	EXPANSION TANK	\$400
19 00001331	PLBG	515 YORKTOWNE PL	EXPANSION TANK	\$200
19 00001240	PLBG	310 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001334	PLBG	307 FOX DR	EXPANSION TANK	\$200
19 00001319	PLBG	1118 VALLEY AVE	EXPANSION TANK	\$200
19 00001106	ELEC	1120 WOODSTOCK LN	ADDING RECEPTS	\$5,000
19 00001277	PLBG	1175 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001323	PLBG	1816 1818 VALLEY AVE	EXPANSION TANK	\$200
19 00001326	PLBG	112 W WHITLOCK AVE	EXPANSION TANK	\$200
19 00001262	PLBG	102 HOLIDAY DR	EXPANSION TANK	\$200
19 00001203	TTS	425 HANDLEY BLVD	CANOPY OVER VIP SUITES 5/2-5/1	\$0
19 00001272	PLBG	1424 KENT CIR	EXPANSION TANK	\$200
19 00001252	PLBG	16 GLAIZE AVE	EXPANSION TANK	\$200
19 00001301	PLBG	1017 ORCHARD HILL DR	EXPANSION TANK	\$200
19 00001300	PLBG	1044 ORCHARD AVE	EXPANSION TANK	\$200
19 00001314	PLBG	1900 TAYLOR DR	EXPANSION TANK	\$2,400
19 00001322	PLBG	1816 1818 VALLEY AVE	EXPANSION TANK	\$400
19 00001299	PLBG	520 OLD FORT RD	EXPANSION TANK	\$400
19 00001200	TTS	1001 E CORK ST	STAGES FOR CHILDREN'S FUN DAY	\$0
19 00001321	PLBG	1814 VALLEY AVE	EXPANSION TANK	\$200
19 00001239	PLBG	209 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001216	BLDG	428 W LEICESTER ST	INTERIOR DEMO/REMODEL	\$6,000
19 00001253	PLBG	23 GLAIZE AVE	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001236	PLBG	99 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001267	PLBG	112 HOLIDAY DR	EXPANSION TANK	\$200
19 00001287	PLBG	1418 GREYSTONE TERR	EXPANSION TANK	\$200
19 00001288	PLBG	1422 GREYSTONE TERR	EXPANSION TANK	\$200
19 00000614	NRRM	1840 AMHERST ST	TENANT FITOUT - CARDIOLOGY	\$3,192,347
19 00001310	PLBG	2967 SORRELL CT	EXPANSION TANK	\$200
19 00001296	PLBG	419 MILLWOOD AVE	EXPANSION TANK	\$200
19 00001257	PLBG	11 E HART ST	EXPANSION TANK	\$200
19 00001246	PLBG	1320 COMMERCE ST	EXPANSION TANK	\$200
19 00001307	PLBG	342 E PICCADILLY ST	EXPANSION TANK	\$200
19 00001271	PLBG	311 JEFFERSON ST	EXPANSION TANK	\$200
19 00001297	PLBG	15 MONTAGUE AVE	EXPANSION TANK	\$200
19 00001105	ELEC	3085 SHAWNEE DR	ADDING LIGHTS	\$2,000
19 00000795	NRRM	1840 AMHERST ST	ANGIO 3 UPGRADE	\$425,000
19 00001268	PLBG	114 HOLIDAY DR	EXPANSION TANK	\$200
19 00001259	PLBG	29 W HART ST	EXPANSION TANK	\$200
19 00001325	PLBG	27 E WHITLOCK AVE	EXPANSION TANK	\$200
19 00001107	ELEC	117 E LEICESTER ST APT 2	ADDING LIGHTS, SW, RECEP	\$1,000
19 00001285	PLBG	1314 S BRADDOCK ST	EXPANSION TANK	\$200
19 00001198	TTS	115 117 N CAMERON ST	STAGE FOR WINE FESTIVAL	\$0
19 00001226	LGAS	404 LANNY DR	MOVE TANK 5 FEET	\$250
19 00001312	PLBG	36 W SOUTHWERK ST	EXPANSION TANK	\$1,000
19 00001290	PLBG	1419 KENT CIR	EXPANSION TANK	\$200
19 00000612	NRRM	1840 AMHERST ST	TENANT FITOUT-CARDIAC REHAB	\$714,625
19 00001256	PLBG	1455 GREYSTONE TERR	EXPANSION TANK	\$200
19 00001269	PLBG	610 HOLLINGSWORTH DR	EXPANSION TANK	\$200
19 00001306	PLBG	660 PEMBERTON DR	EXPANSION TANK	\$2,400
19 00001110	ELEC	2400 VALLEY AVE	SELF CONTAINED UNITS FOR CARNI	\$0
19 00001327	PLBG	114 W WHITLOCK AVE	EXPANSION TANK	\$200



Permit #	Type	Address	Description	Value
19 00001308	PLBG	102 RUSSELCROFT RD	EXPANSION TANK	\$200
19 00001303	PLBG	600 PEMBERTON DR	EXPANSION TANK	\$2,400
19 00001205	TTS	115 117 N CAMERON ST	WINE FESTIVAL 4/25-28/19	\$1,200
19 00000613	NRRM	1840 AMHERST ST	TENANT FITOUT-VASCULAR CARDIOL	\$1,588,492
19 00001304	PLBG	620 PEMBERTON DR	EXPANSION TANK	\$2,400
19 00001244	PLBG	1507 S BRADDOCK ST	EXPANSION TANK	\$200
19 00001282	PLBG	1630 S LOUDOUN ST	EXPANSION TANK	\$400
19 00001279	PLBG	1305 1307 S LOUDOUN ST	EXPANSION TANK	\$200
19 00000900	BLDG	413 IMPERIAL ST	ADD SOLAR PANELS TO EXISTING S	\$7,000
19 00001316	PLBG	1940 TAYLOR DR	EXPANSION TANK	\$2,400
19 00001328	PLBG	116 W WHITLOCK AVE	EXPANSION TANK	\$200
19 00001329	PLBG	119 W WHITLOCK AVE	EXPANSION TANK	\$400
19 00001305	PLBG	640 PEMBERTON DR	EXPANSION TANK	\$2,400
19 00001243	PLBG	617 S BRADDOCK ST	EXPANSION TANK	\$200
19 00001295	PLBG	311 MILLWOOD AVE	EXPANSION TANK	\$200
19 00001249	PLBG	10 E GERMAIN ST	EXPANSION TANK	\$400
19 00001242	PLBG	207 S BRADDOCK ST	EXPANSION TANK	\$400
19 00001201	TTS	425 HANDLEY BLVD	GRANDSTAND & VIP SUITES	\$55,000
19 00001237	PLBG	106 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001330	PLBG	101 WYCK ST	EXPANSION TANK	\$400
19 00001202	TTS	425 HANDLEY BLVD	STAGE FOR NIGHT FEST	\$600
19 00001235	PLBG	526 ARMOUR DALE	EXPANSION TANK	\$200
19 00001276	PLBG	702 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001278	PLBG	1305 1307 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001292	PLBG	1014 S KENT ST	EXPANSION TANK	\$200
19 00001254	PLBG	38 GLAIZE AVE	EXPANSION TANK	\$200
19 00001324	PLBG	507 WENTWORTH DR	EXPANSION TANK	\$200
19 00001264	PLBG	106 HOLIDAY DR	EXPANSION TANK	\$200
19 00001313	PLBG	623 S STEWART ST	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001192	ELEC	515 BELLVIEW AVE	SVC CHG	\$2,250
19 00001280	PLBG	1319 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001309	PLBG	2949 SECOND ST	EXPANSION TANK	\$200
19 00001318	PLBG	1980 TAYLOR DR	EXPANSION TANK	\$2,400
19 00001291	PLBG	1436 KENT CIR	EXPANSION TANK	\$200
19 00001261	PLBG	100 HOLIDAY DR	EXPANSION TANK	\$200
19 00001315	PLBG	1920 TAYLOR DR	EXPANSION TANK	\$2,400
19 00001196	TTS	4 N LOUDOUN ST	STAGE FOR WINE FESTIVAL	\$0
19 00001255	PLBG	1403 GREYSTONE TERR	EXPANSION TANK	\$200
19 00001251	PLBG	8 GLAIZE AVE	EXPANSION TANK	\$200
19 00001294	PLBG	1521 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001109	ELEC	135 N CAMERON ST	TEMP POWER-VENDORS	\$0
19 00001260	PLBG	1631 HENRY AVE	EXPANSION TANK	\$200
19 00001320	PLBG	1650 VALLEY AVE	EXPANSION TANK	\$200
19 00001231	AMUS	1001 E CORK ST	INFLATABLE FOR 6/15/19	\$230
19 00001232	AMUS	1001 E CORK ST	INFLATABLE FOR 4/27/19	\$169
19 00001199	TTS	201 N LOUDOUN ST	STAGE FOR MIDWAY	\$0
19 00001265	PLBG	108 HOLIDAY DR	EXPANSION TANK	\$200
19 00001263	PLBG	104 HOLIDAY DR	EXPANSION TANK	\$200
19 00001258	PLBG	18 E HART ST	EXPANSION TANK	\$200
<b>Total: 165</b>				<b>\$6,202,397</b>

## Parks & Recreation

- Continued accepting applications for Lifeguard, Recreation Center Attendant, Summer Child Care Assistants, and Seasonal Maintenance Technician.
- Held and attended final Apple Blossom NIMS meeting.
- Featured as a guest on the City's Rouss Review Podcast to discuss upcoming summer programs.
- Hosted *Girls on the Run* 5K event.
- Held Arbor Day Celebration at Frederick Douglass Park.
- Began preparing for EMS coverage for Apple Blossom Weekend in the Park event.
- Began mowing at Jim Barnett Park and the 13 neighborhood parks.

# Support Services

## Innovation & Information Services

- Refreshed NaviLine test environment to assist in the real estate tax billing process and updated and modified NaviLine programs in preparation for upgrade.
- Continued Personal Property changes required and discussed Personal Property bill changes after staff processed first due date.
- Held conversation with a traffic camera vendor to determine options for streaming from GIS web apps. Held conference call with Control Technologies to discuss implementing traffic camera feeds into GIS based application.
- Held discussion with vendor regarding new audio/visual upgrades to Council Chambers.
- Worked with AT&T to figure out wireless network outages.
- Worked on moving Creamery Switches to support Fire and Rescue relocation.
- Updated street centerline classifications to mirror how state is classifying city's road centerline hierarchy.
- Adjusted parameters on spam digest reports to improve the end-user experience.
- Completed Disaster Recovery system recovery procedure document for in-house personal property tax billing and collection system.
- Began system recovery procedure document for CentralSquare enterprise software.
- Reviewed tasks needed to configure credit card processing for parking tickets at Timbrook Public Safety Center.

Help Desk Requests	Count	Closed
Account Management	10	11
Applications	22	21
GIS	0	1
Hardware	15	16
Information Only	0	2
Infrastructure	10	7
No Action Required	11	7
Not Assigned	14	11
Procurement/Disposal	2	-
Reporting	1	-
Research	1	-
Total	86	81

## Finance

- Worked with City Manager to draft proposed FY20 budget presented to City Council on April 23.
- Drafted Comp Plan public input survey on OpenGov for Planning.
- Continued working on gathering and formatting raw data needed for launch of the City's new OpenData portal to be launched soon.

## Public Services

- Activated the automated safety bollards on the Pedestrian Mall this week. The bollards will open every morning at 6:00 am to allow delivery vehicles to access the Mall and then close at 10:45 am. The electrical cabinets for the bollards were also wrapped with black and white photos taken over the years in Old Town as part of the celebration this year to commemorate Winchester's founding 275 years ago in 1744.
- Provided the bid documents for the Creamery Building renovation project to Purchasing for advertising. Bids will be due on May 29.
- Attended the regular board meeting of the Winchester Parking Authority.
- Continued with numerous preparations for the Apple Blossom Festival.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	117	4,439
Water service lines replaced (number)	0	345
Water meters replaced (number)	7	915
Sanitary sewer mains replaced/lined (linear feet)	51	237
Sanitary sewer laterals replaced (number)	0	78
Sanitary manholes replaced (number)	0	23
Sidewalks replaced (linear feet)	494	7,190

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	1.60	3.91	Lane miles
	Potholes repaired	1	71	#
	Mowing	8.29	14.76	Acres
	Miles of streets swept	78	721.70	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	2	76	#
	Trees trimmed	2	72	#
	Stumps removed	4	115	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	15	154	#
	Pavement markings repainted (City)	0	275	Linear feet
	Pavement markings repainted (contractor)	19,028	19,028	Linear feet
Refuse & Recycling	Refuse collected	131.81	1,949.81	Tons
	Recycling collected	69.37	687.90	Tons
	Large item pickups	6	69	#
Transit	Total passengers	2,857	40,053	#
	Revenue miles pick up/drop off	3,800	58,525	Miles
	Revenue hours pick up/drop off	349.85	5,291.59	Hours
Utility billing	Payments processed	1,375	24,630	#
	New bills mailed out	0	22,687	#
	Water services turned off (non-payment)	34	162	#
Water treatment plant	Average daily water demand	5.88	6.08	Million gallons/day
	Peak daily water demand	6.09	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	10.91	10.02	Million gallons/day
	Peak daily flow treated	19.39	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,006	24,681	#
	Fire hydrants flushed	75	181	#
	Sewer mains cleaned	13,605	52,865	Linear feet
	After-hours call outs	5	103	#
Engineering	Site plans reviewed	3	26	#
	Floodplain permits issued	3	45	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	6	77	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	50	827	#
	Erosion and sediment notices to comply	0	8	#
Facilities Maintenance	Work requests completed	18	334	#
	Special events assistance	1	7	#
	Maintenance of pedestrian mall	34	513	Staff hours

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Equipment maintenance	Total repairs completed	37	1,239	#
Winchester Parking Authority	Work requests completed	7	122	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	0	7	#
	New monthly rentals	3	106	#
	Monthly rental cancellations	0	38	#
	Hourly parkers (all four garages)	2,954	44,151	#
	Park-Mobile transactions	918	10,135	#

## Social Services

- Received 66 Benefit Program applications: 22 SNAP, 37 Medicaid, 4 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 2 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
  - 3,414 Medicaid cases
  - 1,608 SNAP cases
  - 69 TANF cases
  - 17 Auxiliary Grant cases
  - 40 individuals receive VIEW services
  - 51 families/106 children receive Child Care Subsidy Assistance (63 families/106 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	155/79
Child Protective Service referrals	12
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	56
Entered/exited foster care	2/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	52
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/1/18

Weekly Activity	#
CPS family assessments & investigations of alleged maltreatment	69
Family Service intakes	0
Adult Protective Service referrals	1
Adult services case management load	8
Adult guardianships/cases	2/67
Adult Protective Service investigations/intakes	34/9
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	0

## Communications

- Distributed the [April 24, 2019 CitE-News issue](#).
- Handled 9 media requests for City information and staff interviews and 8 media requests/1 interview for WPD.
- Handled or began processing 8 FOIA requests.
- Recorded and released the latest episode of the Rouss Review podcast that featured Parks & Recreation's Assistant Director Matt Little to discuss summer programs at the Park. Also featured the State of the City by City Manager Eden Freeman, Winchester 101, and Upcoming Events. [Listen](#)
- Met with the Police Department to discuss this year's Apple Blossom Safety video. Filmed, edited, and released the "We'll Be There" video; filmed and edited the "Road Closure" video (to be released May 1).
- Made final edits to and released the latest episode of publiCITY that focuses on downtown projects and features a demonstration of the new safety bollards on the Loudoun Street Mall. [Watch](#)
- Made revisions to the 2018 Annual Report.
- Added more information to the Human Resources benefits brochure to streamline and reduce the amount of department handouts.
- Updated the website to include the City's [2018 Drinking Water Quality Report](#) and [summer park programs](#).
- Brainstorming ways to increase information distribution to the community.
- Updated channel 6 with Apple Blossom Festival safety information.
- Manually added subtitles to the [Pre-K Spanish Immersion video](#) Communications staff created for Winchester Public Schools last year.

Date	City of Winchester News Releases
4/23	Piccadilly Street fire displaces three people - <a href="#">read</a>
4/24	Annual Arbor Day Celebration is this Saturday - <a href="#">read</a>
	Fifth season of the Old Town Farmer's Market opens May 11 - <a href="#">read</a>



Date	Segments on WDVN
4/18	Police investigating fraudulent charges made on EDA account - <a href="#">watch</a>
4/23	Police investigating knife attack - <a href="#">watch</a>
4/25	Winchester named fastest growing city in Virginia - <a href="#">watch</a>

Date	Articles in <i>The Winchester Star</i>
4/20	Restaurants urged to shelve plastic straws
	Our Views: Manolete's mural
	Your Views: Just like the walkway?
	Council taps Birchenough for Winchester School Board
	Public input sought on transportation planning document
4/22	Drug court cops focus on helping users recover
	Our Views: School Board
	Loudoun Street home work approved retroactively
4/23	Police seeking suspect in Sunday knife attack
	New ArtScape banners on display downtown
4/24	City schools OK higher pay for staff
	Duplex fire causes \$25K in damage
4/25	City shuttering Old Town management office
	City Council forwards cigarette tax rate increase
	City's real estate tax rate increasing to 93 cents
4/26	Neighbors suing city over senior living project
	Panel mulls all access pass for all four autoparks